

Office of Governmental Accountability

Paralegal Specialist 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer
Unit: Freedom of Information
Location: 18-20 Trinity Street, Hartford, CT
Job Posting No: 103502
Hours: Part time, 19.5 hours per week
Salary: \$23.31 per hour (new hires to State)
Closing Date: January 22, 2013

Eligibility Requirement: Candidates must have applied for and passed the EXAM TITLE exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

EXAMPLES OF DUTIES: Principally performs duties above clerical level involving processing of legal work of an agency or commission; acts as liaison between legal and clerical staff of an agency; performs legal research; assists in drafting legislation, advisory opinions and various legal documents such as briefs, writs and pleadings; keeps abreast of latest court rules, decisions and calendar changes; notifies attorneys of court deadlines; oversees reproduction of legal records and exhibits on appeal; maintains records of cases, pleadings, statutes and other related documents; assists attorneys in developing office procedures, operations manuals and filing systems; interprets statutes with reference to state administration; answers routine correspondence and telephone inquiries; prepares legal and administrative reports; interviews witnesses and clients; may present written and oral arguments at administrative hearings; may participate in scheduling and calendaring of individual cases coming before agency administrative proceedings including coordination of various steps of public hearings and/or public meetings; may assist in review of cases and/or petitions for procedural compliance with agency administrative hearing rules and procedures; may perform business mathematical computations; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of basic legal processes; knowledge of legal terminology and legal forms; knowledge of legal research techniques; knowledge of office management principles and practices; basic knowledge of statutes and regulations; interpersonal skills; oral and written communication skills; ability to read, understand and interpret laws, legal documents and other written material; ability to utilize computer software.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit an Application for Employment (Form CT-HR-12 at <http://www.das.state.ct.us/cr1.aspx?page=13>) **AND** three (3) Letters of Reference (for State Employees: submit last three (3) performance evaluations)to:

Freedom of Information Commission
Attorney Mary E. Schwind
Managing Director and Commission Counsel
18-20 Trinity Street
Hartford, CT 06106

FAX: 860-566-6474 (preferred method of submission)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.